



HEREFORDSHIRE
COUNCIL

FORM A/H

**REQUEST FOR PLANNED ABSENCE
BY PUPILS DURING TERM-TIME**

Name of School:

Name of Child/Children:

..... d.o.b

Proposed Date(s) of Absence:

From: To:

Signature of Parent/Carer:.....

This form should be completed by the parent/carer and forwarded to the Headteacher of your child's/children's school not less than six weeks before the planned absence.

Parents/carers have no automatic right for their children to be absent from school.

Pupils are not normally granted more than two weeks (10 school days) leave of absence in any school year.

Parents/carers contemplating holidays or other absences during school time should first discuss the implications with the Headteacher before making any commitments, especially if the absence is likely to coincide with examinations in Key Stage 4, or the Key Stage 2 and 3 SATS.



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ADDITIONAL NOTES

Request for Extended Planned Absence of School Children for a Period Longer than Two Weeks during Term Time.

When applying to the Governors for extended leave of absence from school, you must explain why you think it necessary for your child/children to be away for a period of more than 2 weeks (10 school days).

You will need to let the Governors have the following information:

- The nature and purpose of the absence;
- The duration of the absence and its impact on your child/children's education, particularly in terms of continuity of learning;
- Family circumstances and the wishes of parents/carers;
- The place or other country being visited and whether the absence is seen as a rare event in your child/children's school career.

N.B. – Absence of more than two weeks must be seen as EXCEPTIONAL and schools should explore with parents/carers why extended absence is necessary, and discuss the most appropriate time of year and point in the pupil's school career for the visit.

Note: If extended absence has been approved you must notify the school immediately, if for any reason your child/children is/are not able to return to school by the agreed date.

Where a parent/carer has failed to keep the school informed, or where the date of return is repeatedly revised, and the pupil does not attend school for a further period of ten days, regulation 9 (1)(e) of the Education (Pupil Registration) Regulations 1995 permits the pupil's name to be removed from the register.

If there is a dispute about this request the matter may be referred to the Education Welfare Service. (telephone: 01432 260861)

August 06

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